

# BOX PARISH COUNCIL

**Mrs.M.S.CAREY**  
Clerk to the Council

**COUNCIL OFFICE**  
**THE PARADE**  
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**CORSHAM**  
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**Office Hours**

Monday & Thursday  
9.30 – 12.30  
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5<sup>th</sup> June 2023

Dear Councillor,

You are summoned to a meeting of the **Finance and Governance Committee** to be held **at the Parish Council Offices** on **Monday 12<sup>th</sup> June 2023** commencing at **7.30 p.m.** to consider the following Agenda.

Please give apologies to the Committee Chairman or Clerk prior to the meeting

Yours sincerely  
**Margaret Carey**

**Clerk**

## **AGENDA**

1. To receive any apologies for absence
2. Declaration of Interests relating to items on the Agenda
3. Public Question Time
4. To receive the Minutes of the Finance & Governance Committee Meeting held on 17<sup>th</sup> April 2023 and any matters arising from the Minutes
  - Resilience Plan – update
  - Parish Council Carbon Audit - update
  - Community Governance Review Rudloe - update
5. Review of Policies
  - Review of Policy for Writing and Sending of emails
6. Financial matters
  - AGAR – internal auditor’s report  
Annual Governance Statement
  - Clerk’s Financial report
  - To receive the accounts for payment
7. Legal Matters – update
8. Items for Discussion
  - Regeneration of Rudloe Estate
  - Catalogue re Christmas Tree lights
  - Drawing up Composition of Committees
  - Discussion on how communication with parishioners and public participation could be improved and setting up of a Working Group
9. Forward Plan – review and update  
Risk Assessment - update
10. To receive any correspondence
  - Letter requesting a formal review of the Council’s Contracts re the hire of the Bowling Green and Pavilion
  - Letter received re use of Council Chambers
11. Any items of report or future agenda items
12. Date of next meeting – 14<sup>th</sup> August 2023